



RurAL CAP
Community Development
Training and Technical Assistance Communication Tools
April 18, 2022 Request For Proposal
Central Office, 731 E. 8th Avenue

Clarification

During the question phase, we did receive a list of question and we are sharing our response to the questions. This does not change or alter this RFP, and may provide some guidance to your bid.

Questions, RurAL CAPS Response in Red

1. Will your newsletter be produced monthly, or how often? **Monthly.**
2. What is the approximate size and page length of the brochure? Do you have a sample used before? For what audience? **Typical tri-fold 8½" x 11".**
3. Do you have a budget for communications annually? **Not specifically for communications, no.**
4. Is the communications plan the development of a plan only or the execution of that plan with RurAL Cap? **Please reference the scope of work within the RFP.**
5. For each website in the RFP:
 - Complete website redesign? Similar scope of work, assumed from current website (pages, etc.)? **Similar or what is currently on the sites.**
 - Why the redesign – objectives? **Need a refresh.**
 - How much content is reusable? **TBD**
 - Imagery from where -- existing, shoot photos, stock? **Imagery from RurAL CAP or stock photos.**
 - What kind of “weekly updates” should we expect – how extensive? **Weekly updates – meet with staff weekly to determine what is outdated and what can be added.**
6. Please provide background on the project. **Please see the website for project background.**
7. When was your last communications plan complete? **No Previous Communications Plan.**
8. Who worked on your communications plan? **N/A**
9. Can you share your communications plan? **N/A**
10. What elements are you looking for in a new communications plan - i.e., paid media?
If paid media, what budget do you have? Are you looking for the winning contractor to place the paid media? What timeline? **No Paid Media.**
11. Do you work with a public relations firm? If yes, who? **No.**
12. Who currently handles your organic social media? **Staff.**
13. Cost is part of the scoring criteria but not the required submission elements. How would you like proposed costs displayed? **Please itemize costs by each section of the scope of work.**
14. Submission requirement 7c appears to be missing copy. Any more details we should provide besides a timeline for start dates? **Start dates and proposed timeline for implementation and completion of each deliverable.**



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1. INTRODUCTION

The Rural Alaska Community Action Program (RurAL CAP) is requesting proposals for its The Alaska Tribal Justice Resource Center works to support and improve the delivery of statewide training and technical assistance (TTA) services to Tribes and tribal organizations seeking to develop or enhance their respective tribal justice systems. TTA provided includes a wide array of tribal justice resources ranging from: tribal courts and codes, peacemaking, tribal policing, Healing to Wellness Courts and reentry programs for returning tribal citizens after incarceration.

Timeline is: Date of signature – September 30, 2023 (unless other specified), potential for 1 year extension to September 30, 2024.

2. SCOPE of WORK

1. Newsletter

Services and materials include:

- Design and development of multipage newsletter template for print and electronic distribution
- Design development and layout
- Two rounds of client review and edits
- All requested file formats provided

2. PowerPoint Presentation Slides

Services and materials include:

- Design and development of eight (8) PowerPoint presentation slide templates
- Two rounds of client review and edits
- All requested file formats provided

3. **Brochure**

Services and materials include:

- Design and development of multipage brochure to be shared electronically or professionally printed
- Two rounds of client review and edits
- All requested file formats provided

4. **One-Pager or Fact Sheet**

Services and materials include:

- Design and development of one-pager or single-page fact sheet to be shared electronically or professionally printed
- All requested file formats provided
- Two rounds of client review and edits

5. **Communications Plan**

Services and materials include:

- Research, plan, develop, review, finalize and present ATJRC communications plan
- Develop supporting materials for plan implementation:
 - Brand Guide
 - Style Guide

6. **Website Redesign – arjrc.org**

Services and materials include:

- Project management
- Assess current website, research and develop web redesign plan
- Design site map, compile, edit and write new content, collect and organize imagery
- Design site look and feel
- Build out back-end of site and populate content and images, integrate appropriate plug-ins and social platforms
- Training with ATJRC staff for site updates and limited site management

7. **Ongoing Website Content Management and Maintenance – atjrc.org**

Services and materials include:

- Perform monthly updates and security review
- Weekly meetings to discuss requested updates
- Copy review, edits and updates

- Web consultation by client request, as needed
8. **Website Redesign – resourcebasket.org (through September 30, 2022)**
Services and materials include:
- Project management
 - Assess current website, research and develop web redesign plan
 - Design site map, compile, edit and write new content, collect and organize imagery
 - Design site look and feel
 - Build out back-end of site and populate content and images, integrate appropriate plug-ins and social platforms
 - Training with ATJRC staff for site updates and limited site management
9. **Ongoing Website Content Management and Maintenance - resourcebasket.org (through September 30, 2022)**
Services and materials include:
- Perform monthly updates and security review
 - Weekly meetings to discuss requested updates
 - Copy review, edits and updates
 - Web consultation by client request, as needed
10. **Social Media Management: Facebook**
Services and materials include:
- Regular client communications regarding Facebook updates
 - Weekly updates to page
 - Minimal design and content development for special events and other content

3. PROVISIONS

- a. RurALCAP will meet weekly with the contractor to provide information on updates and feedback on changes that have been made.

4. SCHEDULE OF EVENTS

Advertisement of RFP	Monday, April 18
Due Date for Question	Monday,, April 25
Due Date for Proposals	Monday, May 9
Technical Evaluation Meeting	Friday, May 13
Selection Notification	Monday, May 16

5. GENERAL PROPOSAL CONDITIONS:

- a. Responses to the RFP shall be made according to the instructions contained herein. Failure to adhere to instructions may be cause for rejection of any proposal.
- b. Proposers understand and agree that submission of a proposal will constitute acknowledgement and acceptance of, and willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the proposal. Any and all parts of this submitted proposal may become part of any subsequent contract between the selected proposer and RurAL CAP.
- c. False, misleading, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for rejection of the proposal. The evaluation and determination of the fulfillment of the above requirement will be RurAL CAP's responsibility, and its judgement shall be final.
- d. Proposals shall provide a straightforward, concise delineation of the proposer's capability to satisfy the requirements of the RFP. Each proposal shall include all pertinent information, including but not limited to information relating to capability, experience, and other information as specified in this RFP. Each proposal shall be signed and or e-signed by a duly authorized officer of the Company providing the proposal.
- e. Backer, tile, adhesives, flashings, mortar and sealants to be used are to be identified within the proposal.

6. SUBMISSION OF PROPOSALS

- a. Proposals in response to this RFP shall be considered received at the time actually received by the addressee. All proposals and other communications should be addressed to RurAL CAP as follows:

Darrel Behymer, CPP,
Procurement Coordinator
Email: dbehym@ruralcap.org

- b. Proposals must be received by RurAL CAP at its office address listed in paragraph (a) of this section by 4:00 PM on Monday, May 9, 2022.
- c. Proposals received after this specified date and time shall be considered late and shall not be considered for evaluation.
- d. Each proposal shall be in the form specified in the RFP, and in a sealed envelope with outside markings stating: **RFP: Training and Technical Assistance Communication Tools**
- e. Minority- and women-owned business are encouraged to participate in the bidding process.

7. REQUIRED ELEMENTS OF PROPOSAL

- a. Cover Letter. Each proposer shall submit a short cover letter including the name and address of the organization submitting the proposal; and the name, address and telephone number of the contact person who will be authorized to make representations for that organization.
- b. Experience. Brief history of the firm including any fields of expertise, previous experience with jobs of similar scope.
- c. Proposed Work Plan/Schedule. Provide a timeline for start dates,
- d. Certification and/or Licenses. Proposer must possess and submit with this bid all valid certification and/or licenses required by federal and state laws at the time of submittal and for the length of the project.
- e. DOJ FUNDING. Attached is the DOJ Attachment – to make potential vendor aware of our contract requirement for this project.
- f. Certificate of Liability Insurance. Proposer must submit proof of liability insurance in the amount of at least \$1M for General Liability and Auto, and \$500,000.00 for Worker Comp. Please review our Schedule A, for more information on our insurance requirements.

8. CLARIFICATION AND ADDENDA PROCESS

- a. A proposer may submit to RurAL CAP a written request for an interpretation or clarification of, or an addenda to, this RFP. Any such request must be received by RurAL CAP no later than 4:00 PM, **Monday April 25, 2022**. The request must be emailed to the Community Development Program Director, Joie Millett, jmillett@ruralcap.org. The subject line of all emails should be “**Training and Technical Assistance Communication Tools**” Proposers should specifically note RurAL CAP prefers questions be submitted by email.
- b. RurAL CAP will review and prepare a written response to each request made by a proposer pursuant to this section, all proposers will receive a copy of responses.
- c. RurAL CAP reserves the right to make modifications or addenda to this RFP. If RurAL CAP determines it is appropriate to revise any portion of this RFP, either at the request of a proposer or upon RurAL CAP’s initiative, RurAL CAP will issue, and make available to all prospective proposers via email.
- d. RurAL CAP is not bound by any oral interpretations, clarifications, or changes made to this RFP by any RurAL CAP employee or consultant. Any clarification or change to the RFP must be provided in writing pursuant to this section.

9. COST OF PROPOSAL

Any costs incurred by proposals in responding to this RFP shall be the proposer’s sole expense and will not be reimbursed by RurAL CAP.

10. CANCELLATION OF REQUEST FOR PROPOSALS

RurAL CAP reserves the right in its discretion to cancel this RFP in whole or in part.

11. PROPOSAL REJECTION

RurAL CAP reserves the right to accept or reject any and all proposals submitted in response to the RFP, or refuse to enter into any contract resulting from any proposal submitted, without expense to RurAL CAP.

12. PROPOSAL WITHDRAWAL

Bids will be evaluated promptly after opening and a bid tabulation summary will be provided upon request. Bid results will not be given over the telephone.

13. AWARD

Award of bid shall be made based upon the following criteria:

	Points
Fee Schedule / Costs	45 Points
Meeting the Requirements of the RFP	20 Points
Proven Experience	20 Points
References	10 Points
Minority and or Women owned	5 Points
Total	100 Points

**ATTACHMENT A:
Sub-recipient Agreement**

Contact for Awarding Official:

Subrecipient Name:

Federal Identification Number:

Subrecipient DUNS number:

Federal Award Identification Number (FAIN):

Amount of Federal Funds Obligated in the action/agreement:

Total Amount of Federal Funds Obligated to the Subrecipient:

Total amount of Federal Award:

Performance Period:

Catalog of Domestic Federal Assistance (CFDA):

Statutory Authority for grant: Department of Justice, Bureau of Justice Assistance

Award Project Description:

The BJA Tribal Justice CTAS Training and Technical Assistance Solicitation supports BJA's comprehensive approach to deliver training and technical assistance (TTA) to federally recognized Indian Tribes. The TTA will provide tribal jurisdictions with assistance to: (1) develop strategies to address crimes relating to substance abuse and other controlled substances; and (2) implement and enhance tribal justice systems including tribal law enforcement, courts, prosecution, and pretrial; (3) conduct comprehensive justice system-wide strategic planning and develop written justice system-wide strategic plans; (4) address violent crime in tribal communities; (5) address the tribal justice needs of Alaska Native Villages; and (6) develop and foster intergovernmental collaboration among tribal-federal state-local governments in order to improve public safety and victims' services. The main focus of the TTA will be with tribes who receive funding under CTAS Purpose Areas 2 (Strategic Planning), 3 (Tribal Justice Systems), and 10 (Violent Crime).

With these funds, the Rural Alaska Community Action Program, Inc. (RurAL CAP) will establish an Alaska Tribal Justice Training and Technical Assistance Center (Alaska Tribal Justice TTA Center) to meet the current need for Alaskan-based, culturally relevant TTA for federally recognized Indian Tribes in Alaska and remote frontier locations. The Alaska Tribal Justice TTA Center will lead and coordinate TTA and serve as a navigator for national providers while also including Alaska needs such as circle peacemaking processes, the development of court codes and cooperative agreements with the Alaska state court system and department of law, and enabling the diversion of civil, juvenile, and low level criminal cases to tribal courts.

_____ the contractor shall, in a satisfactory and proper manner as determined by RurAL CAP, provide the services, data and/or information; complete tasks as mutually agreed in sub-award (sections 1-12) signed by both parties. The subrecipient, _____, will provide _____.

Additional Requirements from Department of Justice:

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this subaward on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in RurAL CAP taking appropriate action with respect to the recipient and the award. Among other things, RurAL CAP may withhold award funds, disallow costs, or suspend or terminate the award. RurAL CAP, DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance

measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

6. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

7. Employment eligibility verification for hiring under the award

The recipient (and any subrecipient at any tier) must—

- A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies

the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

- B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both:
 - a. This award requirement for verification of employment eligibility,
 - b. and the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
- D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

- E. Nothing in this condition, shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

8. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

9. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

10. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

No discrimination, in procurement transactions, against associates of the federal government Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity

on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R.

200.319(a) or as specifically authorized by USDOJ.

Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

Rules of construction

- A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

11. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

12. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to

conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

13. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to RurAL CAP in the manner (including within the timeframes) specified by RurAL CAP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

14. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

15. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

17. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

19. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

20. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

21. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

22. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- A. In accepting this award, the recipient--
 - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

- B. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--
 - a. it represents that--
 - (1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

 - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

23. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

24. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

25. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

26. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an

employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

27. Recipient understands and agrees not to engage in activities constituting organizational conflicts of interest, such as bidding on specifications it guided as part of the provision of training and technical assistance under this award. Actions that may give rise to organizational conflicts of interest under awards are described in the Procurement Standards in 2 C.F.R. Part 200 (the Part 200 Uniform Requirements) and the DOJ Grants Financial Guide. Prior approval from the grant manager is required for any work with an organization or entity that would receive training or technical assistance under this award.

28. All electronic and information technology materials developed or maintained under this award must be compliant with Section 508 of the Rehabilitation Act of 1973. Please refer to www.section508.gov for more detail.

29. The recipient shall submit to RurAL CAP a copy of all interim and final reports and proposed publications (including those prepared for conferences, journals, and other presentations) resulting from this award, for review and comment prior to publishing. Any publication produced with grant funds must contain the following statement: "This project was supported by Grant # () awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice. All reports and products may be required to display the OJJDP logo on the cover (or other location) with the agreement of OJJDP. OJJDP defines publications as any planned, written, visual or sound materials substantively based on the project, formally prepared by the award recipient for dissemination to the public.

30. The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

31. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts.